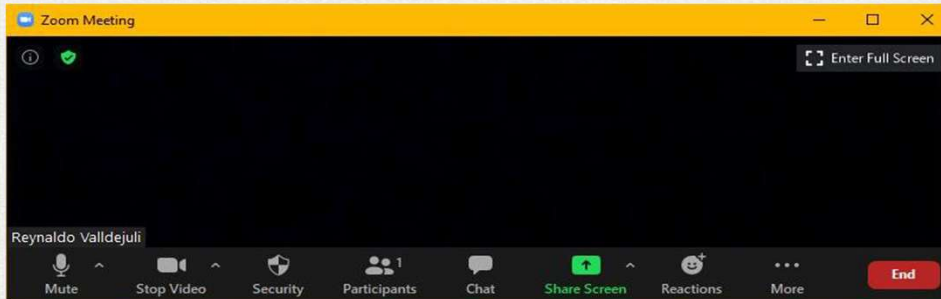


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



eScholar Office Hours

March 31, 2022

Visit the [eScholar Support Page](#) for a copy of the webinar deck

Agenda

- **General Information**
 - Security Coordinators
 - Announcements
- **Uniq-ID**
 - Submit new students
- **DirectMatch**
 - Issues
 - CEP
 - Statewide matching
- **StaffID**
 - EdLink errors

eScholar URLs

Uniq-ID (Student ID): <https://louisianasecureid.escholar.com>

StaffID: <https://louisianastaffid.escholar.com>

DirectMatch: <https://SecureID.Idoe.la.gov/>

User Guides: [2021-2022 eScholar Uniq-ID User Guide](#)
[2021-2022 eScholar StaffID User Guide](#)
[2021-2022 eScholar DirectMatch User Guide](#)
[2021-22 eScholar DirectMatch Admin Guide Security Management](#)

eScholar Info: [eScholar Support Page](#)

Security Coordinators

- Disable all user accounts (eScholar Uniq-ID, StaffID, DirectMatch, Secure Portal, Compass, EdLink, etc.) for data managers who are no longer employed in your district
- Complete your DirectMatch account set-up:
 - ability to create/disable accounts or change the account settings for users in your district
- Update the [2021-2022 LEA Contact List](#) (located in the [System Support page](#))
 - Copy/paste your district's data into a new EXCEL sheet
 - Review and edit (add/remove data managers)
 - Send updated EXCEL file to SystemSupport@la.gov



2021-2022 Uniq-ID

eScholar Uniq-ID

- Submit the following students to Uniq-ID for LASID assignment:
 - new students enrolled in your district
 - Under-age students who are submitted to HTS
 - Submit your homeless students to Uniq-ID so that they will populate in EdLink
- Do **NOT** resubmit students who have exited your district

Student EOY submission: **July 8** (snapshot end date)

- Ensure all 12th graders have been submitted to Uniq-ID with the parental consent, SSNs and correct demographics
 - Edit the student's record and update their information
 - Your district must hold the Master record for the current school year (ESSY = 2022)

Upcoming

- **DRC:**
 - DRC codes the test booklets – uses LASIDs
 - DRC looks at the student's Location Active Flag = 1 (Active) (ESSY = 2022)
 - Master record
 - History record
- **LASID Audit # 4:**
 - LDOE will identify potential duplicate LASIDs
 - LDOE will drop a file into each district's DM-FTP folder on **April 7, 2022**
 - Districts will review the file and make notations if the students are duplicates or two separate students by **April 14, 2022**
 - Districts will update the active LASID in all applicable systems



2021-2022 DirectMatch

Current DirectMatch Issues

- The Manual Authorization feature is not working for a handful of users
 - eScholar is working to resolve this issue
 - We will schedule a time for these users to meet with eScholar
- Users want to view the students who have been manually added or address matched
 - The Search function neither shows the manually added students nor does it show the address matched students
 - Use the Search function by entering the LASID in the Identifier box to see the student's data
 - eScholar will make an enhancement in the 2022-2023 school year to show students who were identified using:
 - Manual Authorization
 - Address Matching

DirectMatch Data Uses

- Identify students' free lunch eligibility
- Students lunch status reported in EDLink
- Economically Disadvantaged (ED) calculations
- Submit Population and Elections Data for Community Eligibility Provision (CEP) program (*June 30, 2022*)
 - CEP training was held on February 22, 2022 [Louisiana Fit Kids - Training Slides](#)
 - [Slide deck](#)
 - [Recording](#)
 - CEP training was held on March 29, 2022 [Louisiana Fit Kids - Training Slides](#)
(slide deck and recording to be posted)

CEP Deadline Extension

March 25, 2022: CEP deadline was extended pursuant to the waiver authority in [Section 12\(l\) of the NSLA](#).

CEP Requirement	Waiver Deadline*
Data Used to Calculate ISP	Anytime between July 1, 2021 and June 30, 2022
LEA Notification	June 30, 2022
State Agency Notification	June 30, 2022
State Agency Publication	June 30, 2022
Elect CEP for Following SY	September 30, 2022

By June 30, 2022: SFAs must confirm the Population Data in eScholar CEP Manager. All population data will automatically be pulled from the eScholar DirectMatch system.

By September 30, 2022: SFAs must make final elections regarding CEP participation for the 2022-2023 school year through the eScholar CEP Manager.

CEP Manager Access

- LDOE has added the CEP Manager function to:
 - DirectMatch users who are also designated as CEP Managers
 - Created new CEP Manager accounts
 - Check your Inbox (Spam/Junk) folder for an email from eScholar
 - Click on the link in the email (link expires in 24 hours)
 - You will be asked to create your password and complete your account set-up
 - You will see your 2021-2022 district's data on April 1
 - Email Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov if you do not have access

Direct Certification Matching Requirements

- All LEAs operating CEP are required to conduct a data match at least once annually
 - Take advantage of ISP increases
 - Observe demographic trends
- LEAs can use the following in DirectMatch
 - Match Options: Person
 - SNAP, TANF
 - Match Options: Address
 - Manual Authorization: DSNAP (manually enter students' LASID into DirectMatch)

Manual authorization allows the SFA to add a Direct Certification flag to a particular child. The user enters the student's LASID and clicks Match.

DSNAP

- Needed for CEP
- DSNAP file was dropped into DM-FTP on March 3, 2022
 - File name: **LEA_DSNAP_Eligible_Students.xlsx**
- Add LASIDs manually into DirectMatch (Manual Authorization)
 - *membership in DSNAP is considered as Directly Certified*
 - *submit the DSNAP student as SNAP*
- Complete by **June 15, 2022**

Public LEAs – contact Van.Fabre@LA.GOV for DM-FTP access

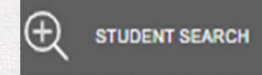
Non-public LEAs – contact Detra.Gaulden2@LA.GOV for FTP access



Statewide DirectMatch

February SNAP and TANF files were loaded into DirectMatch

- LDOE ran the statewide matching on March 2-4, 2022
 - **SNAP batch # 1893; TANF batch # 1882**
 - Districts are responsible for resolving any near matches
 - If you see the message “No results were found” it indicates that your district does not have any near matches to resolve.
 - You may have some matched records to download.
 - Download your SNAP matched records from the Search function



Home > Search Options

Search Options

Identifier :	Match Type :	District :	School :	School Year :
<input type="text"/>	SNAP ▼	Vernon Parish School... ▲	<input type="text"/>	2022 ▼

Reset

Statewide DirectMatch

March SNAP and TANF files will be loaded into DirectMatch **between April 4-6**

- LDOE will notify you when the statewide matching has completed
 - You will receive an email with the SNAP and TANF batch numbers
 - The information will be posted in the [eScholar Support page](#).
 - Districts are responsible for resolving any near matches

DirectMatch Q & A

- **I am missing some schools in my LEA when I use the Search function**
 - Email Anantha.Lakkakula@la.gov
 - We may have to add the missing sites to DirectMatch or change your account settings
- **The link to set up my account has expired.**
 - Email Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- **I need training on how to use the CEP Manager function.**
 - CEP training was held on February 22, 2022 [Louisiana Fit Kids - Training Slides](#)
 - [Slide deck](#)
 - [Recording](#)
 - CEP training was held on March 29, 2022 [Louisiana Fit Kids - Training Slides](#)
(slide deck and recording to be posted)



2021-2022 eScholar StaffID

eScholar StaffID

- Submit new hires to eScholar StaffID for ID assignment
 - Export a file from your local system
 - Submit file to eScholar StaffID
 - Download the IDs
 - Import into your local system
 - See the [2021-2022 Benchmark and EdLink Snapshot Calendar](#) for submission deadlines
- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.

Staff EOY deadline: August 26 (snapshot end date)

EdLink Errors - StaffID

Error message:

- LOCAL_STAFF_KEY 1234567890 during 2021-2022 has a Staff ID that does not exist in eScholar at DISTRICT_CODE 061
- Audit Code = **U06** (replaces U011)

The district submitted the StaffID in its nightly extracts to EdLink but did not submit the person to eScholar StaffID for ID assignment.

Solution:

Submit the person to eScholar StaffID for the 2021-2022 school year (ESSY = 2022).

EdLink tables sync with eScholar at about 5 pm (CST).

- *All eScholar updates must be made BEFORE 5 pm.*

Retire/Split a Student or Staff ID

A student/staff ID is retired because a student/employee has more than one ID

- Complete the respected template and email it to Anantha.Lakkakula@la.gov
 - [Student RetireID template](#)
 - [Staff RetireID template](#)

A student/staff ID is split because it is shared between students/staffs

- Complete the respected template and email it to Anantha.Lakkakula@la.gov
 - [Student SplitID template](#)
 - [Staff SplitID template](#)

LEAs must update the active Student/Staff ID in:

- Your local system
- All LDOE data systems that use the Student/Staff ID for that student/employee

Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am each Thursday**
 - Zoom link: <https://ldoe.zoom.us/j/96648596634>
 - Dial-In Phone Number: (312) 626-6799
- **Data Coordinator Office hours 1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
 - Zoom link: <https://ldoe.zoom.us/j/93069704449>
 - Dial-In Phone Number: (408) 638-0968
- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
 - **Thursday, April 7** See the full [2021-22 Data Coordinator Webinar schedule](#)
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - Dial-In Phone Number: (408) 638-0968
 - Meeting ID#: 976 397 929

eScholar Systems -Who to contact for support

Who to Contact for Support	For assistance with
Anantha.Lakkakula@LA.GOV	<ul style="list-style-type: none"> • Retire/Split LASID or Staff ID, LASID/Staff ID Audits • Administrative functions such as system settings and configurations • User Access and Role Based Questions • Enhancements
Jayanthi.Sothirajah@LA.GOV	<ul style="list-style-type: none"> • Student ID updates and maintenance • DirectMatch and CEP Manager • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar Student ID credentials or assistance providing their staff with eScholar systems access
Wanggan.Yang@LA.GOV	<ul style="list-style-type: none"> • StaffID updates and maintenance • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access
support@escholar.com	<ul style="list-style-type: none"> • eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	<ul style="list-style-type: none"> • System access for new users • Assistance with your eScholar login/password
Visit escholar support page	<ul style="list-style-type: none"> • User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

Who to contact for support

- Email LDOECVR@la.gov for any questions about the Curriculum Verification and Reporting Portal (CVR)
- Email edlink360@la.gov for any questions about EdLink and EdLink Security. Also refer to the available [Security Resources](#).
- Email systemsupport@la.gov for any questions/concerns/issues for the systems/topics listed below.

Security Coordinator updates and Contact List updates

Systems accessed through the LEADS Application Portal

Student Transcript System (STS), STS Prior period opens, IBC uploads, Sponsor Site System (SPS), Special Education Reporting System (SER), Annual Financial Reporting (AFR), School Finder and Principal and Superintendent Secure Portal

NOTE: Email sent to these boxes will be forwarded to the new ticketing system and tickets created for response. Please respond as necessary to those emails.

- PowerSchool sFTP Credentials and Whitelisting Requests: LDOE_LEA_Support@powerschool.com
- Pandemic-EBT (P-EBT): Carol.Mosley@la.gov; EdTech@la.gov
- Email Sherry.Randall@la.gov or Crystal.Wilkinson@la.gov for Administrative issues (except security issues), EdLink Training, 22-23 System Enhancements